Basic Steps for Requesting

Tuition Assistance

REMINDER: TA Requests <u>MUST</u> be submitted in GAE account, <u>WITH SUPPORTING DOCUMENTS</u> <u>IN EFILE</u>, **BEFORE** the class begins or no later than the final day of the school's late registration period, <u>AS LONG AS that date is within two weeks of the start date</u>.

Documents required are: **1. Class Schedule and Tuition Bill – required for every TA request**

2. Current SOU -update once per year

3. Approved Degree Plan –one time per program, per home school

To Request TA Funds:

1. Log into www.GoArmyEd.com

2. Select the "Request TA" Smart Link

3. Confirm your School Name is pre-populated, enter the class Subject, Catalog and the Class Start Date and select "Next"

4. The TA Request displays. Complete each required field. (Semester or Quarter hour amount is your tuition bill minus fees not covered, divided by the total number of hours you are taking) Select "Calculate Cost" to populate so you can see the final Army and Soldier cost.

5. Review for accuracy and then select "Submit"

Upon receiving confirmation email of approved TA:

Log into GAE to Print TA Form for School

-select "Request TA", select "View Historical TA Request Authorization Forms"
-select "Search" All TA Requests appear
-Click in the box next to the title of the approved class you wish to print. A checkmark appears for the selected classes.
-select the "Print TA Form" button. Turn in a copy to your school!

Questions? Contact the 88th RSC North Education Office at 1-877-245-4995